



Tournament Planner & Checklist

We are pleased to provide the following checklist as a tool to ensure all your details are finalized and confirmed in the appropriate time frame to execute a successful event. Please also feel free to contact the pro shop or our catering department for assistance during the planning of your event

45 Days or more prior:

Together with Pro Shop and Catering Department, determine:

Format of Play / Competitions

- Medal Play – every golfer plays his/her own ball (Most suited for the intermediate / avid golfer)
- Best Ball – playing in teams of 4, each golfer plays their own ball and the best score on the hole counts as the team score (Most suited for the intermediate / avid golfer)
- Scramble – teams of 4 count the best shot from the group and all hit from that position, continue with that format until the ball is holed out (A fun format for all levels of golfers to enjoy)

- Competitions: Closest to the pin, longest drive, straightest drive, longest putt, hole-in-one

Prizes/Gift Requirements

- Registration and prize table locations
- Tee gift recommendations
- Corporate and or Bear Creek logo merchandise to be finalized
- Club information available from Bear Creek golf professional

30 Days Prior

- Confirm total number of guests for golf and food
- Inform Bear Creek of power cart rental requirement
- Corporate logo for cart signs if required

Food and Beverage

- Menu selection for Clubhouse and on course meals
- Timing of meals
- Any food provided to volunteers or outside services must be communicated to Bear Creek at this time

Host Services (Guest Privileges)

- Pro Shop: set-up account or credit card for charging privileges
- Beverage cart / Halfway Hut: set-up account or credit card for charging privileges

7 Days Prior

- Final Draw – a list of names in foursomes faxed or emailed to Pro Shop
- Deliver on course signage to Bear Creek
- Finalize cart rental requirement and course set-up (competitions)
- Communicate dress code and any other contract terms to all players

Remember our helpful professional staff is always ready to assist you with organizing your event. Call the Pro Shop at (519) 245-7773 or our Catering Department at (519) 245-5112 and we'll be happy to answer any questions you may have.